

Northern Ireland Assembly Commission – Academic Engagement Privacy Notice

This Privacy Notice sets out how the Northern Ireland Assembly Commission (NIAC) uses and protects the information we collect from you, or that you provide to the Research and Information Service (RaISe) in relation to academic engagement, i.e. information in relation to the Knowledge Exchange Seminar Series and the Assembly Register of Experts Database.

Please read this Notice to understand our policies, practices and procedures regarding personal data and how we will treat it.

For the purposes of the Data Protection Act 1998:

Data Controller Name: Northern Ireland Assembly Commission
Address: Parliament Buildings, Ballymiscaw, Stormont Estate, Belfast, BT4 3XX
Telephone: (028) 90521137
Email: raise@niassembly.gov.uk

Information Standards Officer: Martina Dalton
Email: martina.dalton@niassembly.gov.uk
Telephone: (028) 90521147

Why are you processing my personal information?

We collect, hold and use your information to manage and administer:

- the Knowledge Exchange Seminar Series (KESS)
- the Assembly Register of Experts Database (Experts Register Database)

As a registered KESS attendee, a KESS subscriber, a KESS Panel university partner member, a KESS academic presenter or a database registered Research Expert, your information may include and may be used as follows:

- **Your title, name and company/organisation** - This may be used for:
 - registration lists produced by RaISe for packs and security access;
 - future emails sent by RaISe to you (as explained under 'Your email address(es)'); or,
 - future briefings/lists produced by RaISe for Assembly committees' consideration when securing external research expertise.
- **Your email address(es)** – This may be used for future emails sent by RaISe to you:
 - to advise/update you on an event you have registered for or are presenting at;
 - to inform about a future event if you have subscribed to the KESS mailing list;
 - to correspond about KESS Panel matters; or,
 - to produce briefings/lists for Assembly committees' consideration when securing external research expertise.
- **Your telephone/mobile number(s)** – This may be used by RaISe:
 - to advise/update you on an event you have registered for or are presenting at;
 - to inform about a future event if you have subscribed to the KESS mailing list;
 - to correspond about KESS Panel matters; or,
 - to produce briefings/lists for Assembly committees' consideration when securing external research expertise.

- **Your policy/skills/posts relevant to expertise** – This may be used by RaISe to produce briefings/lists for Assembly committees' consideration when securing external research expertise.
- **Your special requirements** – This is to enable us to make reasonable adjustments to the event following your request.
- **Your car registration** – This is to enable us to secure your access to the upper carpark by working with colleagues in Assembly Security and Ushering.
- **Your image as an academic presenter** – This may be used for the production and on-line publication of KESS video clips. These clips seek to enable the work of the Assembly, including both promoting evidence-informed policy and law-making in Northern Ireland and encouraging Assembly engagement with academia, the public and private sectors, and the general public.

All others please note that when you enter Parliament Buildings, please be aware that it is a public building. On occasions there may be photography, filming or recording in the Great Hall or in other public spaces, such as outside the building. Clearly visible signage at the entrances to Parliament Buildings notify you of this.

- **Your cookies and IP address** - [Here](#) you can read more about what cookies are, how we use them and how you can manage cookies on your computer. This information is accessible to only relevant Assembly staff and is password protected.

What is the lawful basis for processing my personal information?

'Consent' is the lawful basis for us to process your personal information - see Article 6 of the General Data Protection Regulations.

We obtain your consent to collect, hold and use your information as follows:

- **KESS attendees** – When you register for a seminar using Eventbrite, you agree to us collecting, holding and using your details for administrative, management and security purposes. Eventbrite's Privacy Notice can be accessed using this link: <https://www.eventbrite.co.uk/privacypolicy/>
- **KESS subscriptions** – When you subscribe to receive future KESS event information using Mailchimp, you agree to us collecting, holding and using your details for administrative and management purposes. Mailchimp's Privacy Notice can be accessed using this link: <https://mailchimp.com/legal/privacy/>
- **KESS academics presenters** – When you agree by email to present at KESS, you agree to us collecting, holding and using your details for administrative and management (including filming and online publication), as well as security purposes.
- **KESS Panel university partner members** – When you agree to sit on the KESS Panel and jointly deliver KESS on an annual basis in terms of its administration and management, you agree to us collecting, holding and using your details for administrative, management and security purposes.
- **Assembly Register of Research Experts** – When you complete and submit an online form on the Assembly website, you agree to us collecting, holding and using your details when identifying potential research experts for Assembly purposes.

- **Users of KESS webpage or Assembly Register webpage** – [Here](#) you can read more about what cookies are, how we use them and how you can manage cookies on your computer.

At any moment in time, you have the **right to opt out of the above agreement**. You can do this by simply emailing us at: raise@niassembly.gov.uk , and your details will be deleted. This may impact of the feasibility of services we can provide you.

If you would like to clarify any of the above, or if your details change or are inaccurate or incomplete, feel free to notify us by emailing: raise@niassembly.gov.uk .

Please note that if you are a third party providing KESS attendee/subscriber details, you must make those individuals aware of this Northern Ireland Assembly Commission – Academic Engagement Privacy Notice.

Where do you get my personal information from?

We obtain your information as follows:

- **KESS attendees** – From your registration *via* Eventbrite – refer to its Privacy Notice link stated earlier.
- **KESS subscriptions** – From your subscription *via* Mailchimp – refer to its Privacy Notice link stated earlier.
- **KESS academic presenters** – From email correspondence between RaISe and you, when you agree to present at KESS.
- **KESS Panel university partner members** – From in-person/email correspondence between RaISe and you, when you agree to sit on the KESS Panel.
- **Assembly Register of Research Experts** – From your submitted form *via* the Assembly website.
- **Users of KESS webpage or Assembly Register webpage** – [Here](#) you can read more about what cookies are, how we use them and how you can manage cookies on your computer.

Do you share my personal data with anyone else?

Your personal data is shared internally only for administrative, management and security purposes, with the exception of KESS academic presenter video clips. Adhering to secure protocols, those clips are filmed and produced by a third party provider and made available to RaISe, which then posts the clips on the Assembly website.

The third party's Privacy Notice can be made available for information if requested.

How long do you retain and dispose of my data?

With the exception of KESS academic presenter video clips, we securely retain and dispose of your information in line with our [Retention and Disposal Schedule](#)

KESS academic presenter video clips are published on the Assembly website, into the public domain, and remain there.

What rights do I have?

You have the right to:

- obtain confirmation that your personal data is being processed, and access to your personal data;
- have your personal data corrected if it is inaccurate or incomplete;
- have your personal data erased and the processing of it prevented in specific circumstances;
- 'block' or suppress the processing of your personal data in specific circumstances;
- data portability in specific circumstances; and,
- object to the processing of your personal data in specific circumstances.

You also have rights in relation to automated decision making and profiling.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this Privacy Notice, or how your personal information is being processed, please contact the Northern Ireland Assembly Information Standards Officer at:

Email: dpo@niassembly.gov.uk

Telephone: (028) 90521147

If you still are not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: (0303) 1231113

Email: casework@ico.org.uk

Website: <https://ico.org.uk/global/contact-us/>

Changes to this Privacy Notice

This Privacy Notice will be reviewed and updated regularly. It was last updated on 24 May 2018.